


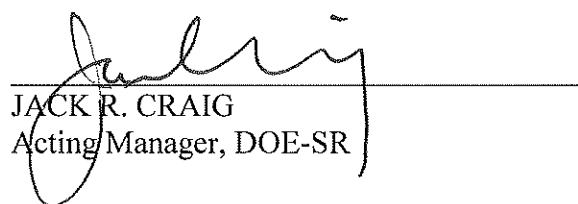
Service Level Agreement (SLA)  
Between  
The Department of Energy (DOE), Environmental Management Consolidated  
Business Center (EMCBC)  
And  
The Department of Energy (DOE), Savannah River Operations Office (SR)

The attached document between the EMCBC and SR defines the roles and responsibilities, authorities, and working relationships between the DOE-EMCBC and DOE-SR. This agreement is effective upon approval by both parties, and will remain in effect until such time as it is amended and/or no longer required as determined by the EMCBC Director, the SR Manager, or both.

Approved:

  
TERRY J. BRENNAN  
Acting Director, DOE-EMCBC

9/24/2010  
Date

  
JACK R. CRAIG  
Acting Manager, DOE-SR

9/23/10  
Date

Service Level Agreement (SLA)  
Between  
The Department of Energy (DOE), Environmental Management Consolidated  
Business Center (EMCBC)  
And  
The Department of Energy (DOE), Savannah River Operations Office (SR)

**Purpose and Scope**

The purpose of this SLA is to delineate roles, responsibilities, authorities, and working relationships for all parties for which this agreement is developed. The DOE-EMCBC shall provide assistance to DOE-SR in conducting position classification and staffing services to fill competitive civil service positions utilizing OPM Delegated Examining (DE) procedures.

**Duration**

This agreement is effective upon approval by both parties, and will remain in effect until such time as it is amended and/or no longer required as determined by the EMCBC Director, the SR Manager, or both.

**Communications**

Communications will occur either by phone or e-mail as appropriate in exchanging information concerning activities covered by this agreement.

**Roles, Responsibilities, & Authorities**

The EMCBC will provide DOE-SR with the needed support by trained, qualified and competent HR professionals, both Federal and contractor to provide position classification and staffing services. The EMCBC will provide position classification support to SR, including providing training to SR staff responsible for performing position classification duties. Position classification support, performed either independently or in concert with training SR Staff, includes:

- Review of written position descriptions for accuracy
- Development of position descriptions (in concert with the supervisor) with subsequent classification
- Revision of position descriptions (in concert with the supervisor) with subsequent classification
- Provides applicable information for completion of the PD coversheet
- Identification of Position Classification Standards
- Preparation of evaluation statements, as appropriate (narrative evaluation statements will be provided in controversial situations or new positions at the GS-14 and above), including identifying applicable position classification standards.

Final position classification certification will be signed by SR. The finalized

position description will be transmitted via e-mail with an evaluation statement, if appropriate.

The EMCBC will provide assistance to DOE-SR in filling positions under DE procedures as follows:

- Generate vacancy announcements
- Post vacancy announcements on USAJOBS
- Accept applications
- Analyze applicant competencies and qualifications
- Rate and rank job applicants
- Issue and audit referral list/certificates of eligibles
- Notify applicants of this disposition of their packages
- Manage all associated records

DOE-SR will perform all functions associated with filling positions under the SR Merit Promotion Plan and the remaining staffing functions associated with employing the potential candidate (i.e., obtaining references, making job offers, etc).

### **Resources**

EMCBC agrees to provide assistance to DOE-SR in conducting position classification and staffing services to fill competitive civil service positions utilizing OPM Delegated Examining (DE) procedures. In the event that EMCBC is unable to fulfill any of the agreed upon services and require the use of contractual services, the estimated cost for each service is listed below. If the unlikely event occurs in the area of staffing services, the cost would be agreed to upfront between CBC and SR. If the unlikely event does occur, SR will be notified as soon as it is known or projected that contractual services would be required in the staffing service area.

## Estimated Contractor Cost for HR Services

Task	Man-hours	Hourly Rate	Total Cost
Review written position description for accuracy	1	\$55.00 ph	\$55.00
Revise position descriptions with subsequent classification	4	\$55.00 ph	\$220.00
Develop position descriptions in concert with the supervisor and classify	5	\$55.00 ph	\$275.00
Provide applicable information for completion of the PD coversheet	.5	\$55.00 ph	\$27.50
Review completed classification evaluation statement	1	\$55.00 ph	\$55.00
Prepare classification evaluation statement, as appropriate (narrative evaluation statements will be provided in controversial situations or new positions at the GS-14 and above), including identifying applicable position classification standards	4	\$55.00 ph	\$220.00
Generate Vacancy Announcement	3	\$55.00 ph	\$165.00
Post Vacancy Announcement on USAJOBS	1	\$55.00 ph	\$55.00
Analyze applicant competencies and qualifications	20-40	\$55.00 ph	\$1,100.00 - \$2,200.00
Rate and Rank job applicants/Issue referral list/certificates of eligibles	4	\$55.00 ph	\$220.00
Notify applicants of this disposition of their packages	4+	\$55.00 ph	\$220.00+
Manage all associated records	4+	\$55.00 ph	\$220.00+